



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ACCOUNTANT ASSOCIATE
3	Posting Number	PN#109883
4	Department	FINANCE & ADMINISTRATION
5	Division	Administrative Services
6	Section	Business Office
7	Reporting Location	611 Walker, 13 th Floor
8	Workdays & Hours	M-F, 8 A.M - 5 P.M.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs a variety of accounting activities. Process all Service Contracts payments. Prepare CR deposit tickets and submit to Cash Office. Process travel advances and reimbursements. Process payment vouchers. Responsible for encumbrances and year-end accruals. Responsible for outstanding check reconciliation and special accounting projects as required. Responsible for Fund 116 year-end analysis and TIRZ. Complies with federal, state, and local laws and legislation including Government Accounting standard Bard (GASB) rules on accounting practices; justifies and reports any departures from these standards in agency financial statements.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor’s degree in Accounting, Business Administration or a closely related field such as Finance.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
No experience is required.

Four years of pertinent professional or para-professional experience may substitute for the education requirement on a year-for-year basis. An Associate’s degree in Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Strong personal computer skills with good working knowledge of Windows based standard office applications, including Excel and Access. Strong Accounts Payable background.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 14
\$861 – 1,210 Biweekly \$22,386 - \$31,460 Annually

18 **OPENING DATE** April 12, 2006

19 **CLOSING DATE** April 18, 2006

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **For application status inquiries, please call 713.837.9249.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

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